

# Needham Public Schools

A school and community partnership that  
Creates excited learners ~ Inspires excellence ~ Fosters integrity

Office of the Director of Human Resources  
Thomas F. Campbell, M.Ed.

## Recommendation to Hire Form

**New Employee Change in Assignment Change in FTE Long-Term Sub Coach**

**CANDIDATE:** **SCHOOL/DEPARTMENT:**

**POSITION:** **FTE:** **HOURS/DAY:**

New Position

Permanent

Temporary

Replacing:

**START DATE:**

**MENTOR:**

**37 DIGIT EXPENSE DISTRIBUTIONS:**

*PLEASE COMPLETE THE FOLLOWING FOR NEW EMPLOYEES:*

For new employees, please indicate that each of the following is available in APPLITRACK:

*Cover Letter Resume Letters of Reference (3) Transcripts Certification Application*

Does the teacher candidate hold the appropriate license for this position?

Is the candidate highly qualified under NCLB?

Has the hiring administrator observed the candidate's teaching/work in Needham or other school district?

### Complete this section if requesting a license waiver from the DESE.

If the Principal/Director is recommending a candidate who does not hold an appropriate certification issued by the Massachusetts DESE, please provide the following information:

The number of candidates who applied for the position who were appropriately certified:

Total number of candidates interviewed for the position:

Number of candidates of color:

Number of female candidates:

Number of male candidates:

Please list the names of those candidates who were appropriately certified and the reason for not recommending the candidate for the position (*use extra sheets if necessary*):

Candidate Name:

Reason for non-hire:

If other, specify:

Candidate Name:

Reason for non-hire:

If other, specify:

Candidate Name:

Reason for non-hire:

If other, specify:

Candidate Name:

Reason for non-hire:

If other, specify:

Candidate Name:

Reason for non-hire:

If other, specify:

Candidate Name:

Reason for non-hire:

If other, specify:

